

Annex 2: Communications Protocol for Members

1.0 General Protocol

This communications protocol is to protect the reputation of the ETTF and ensure that communications about due diligence implementation and equivalent systems* are meaningful and of value to all participants.

* Equivalent systems are those which have formally been assessed by the ETTF as being equivalent.

1.1 Rules for Members Companies

All Member Companies must agree to ensure that communications pertaining to the ETTF due diligence system avoid misleading and unsubstantiated claims relating to their participation in the system. All references to the system, which directly or indirectly imply that ETTF's due diligence guideline certifies timber products and/or member companies in some way are strictly prohibited. Such prohibited references include for example, but are not limited to, any claims on invoices, packaging and the timber products themselves. Such prohibited terms to be included on the documents include but are not limited to, 'risk assessed', 'risk assessed timber', 'low risk timber', 'independently audited timber' 'RPP certified' 'RPP approved.'

Companies may wish to incorporate a description of the way the due diligence system operates at a company level for example in leaflets, brochures, advertisements and other sales materials. The term 'independently certified timber' should never be used in connection with uncertified products which have been risk-assessed under the due diligence system. It should only be used in connection with those timber products which have are certified against a credible certification scheme that meets the EUTR requirements. Communication materials must not confuse verified legality with certified sustainability, nor imply that legal timber is in effect the same as sustainable timber. The terms 'progressing towards legality' or 'progressing towards certification' should be used in a way which makes it clear whether it is legality or certification which is being pursued. This includes reference to suppliers who may be TTAP or GFTN members.

The terms "negligible risk" should only be used to explain the risk rating of products in relation to the risk of illegal timber entering the supply chain, under the risk assessment process of the due diligence system; **these are not product claims.**

1.2 Rules for Members using their own due diligence system

For systems implemented instead of the ETTF due diligence system, all parties must agree to ensure that communications which refer to their equivalence to the ETTF due diligence system, avoid misleading and unsubstantiated claims relating to this equivalence. All references to the equivalent system which directly or indirectly imply that the ETTF due diligence system-equivalent system certifies timber products and/or the company operating the equivalent system in some way are strictly forbidden, for example on, but not limited to invoices, packaging and the timber products themselves. Such terms include but are not limited to, 'risk assessed', 'risk assessed timber', 'low risk timber' 'independently certified timber', 'independently audited timber' 'RPP certified' 'RPP approved,' ' RPP equivalent system.'

Operators with equivalent systems may wish to incorporate a description of the way their system operates at a company level for example in leaflets, brochures, advertisements and other sales materials. In such cases, when describing the risk categories designated by the system, care should be taken in referring to any links with the National TTFs Due Diligence Tool.

1.3 Use of the ETTF Logo

The ETTF logo, can only be used on items such as company-headed paper, leaflets, brochures and advertisements to promote the fact that the company is using the ETTF due diligence system or equivalent. However, the logo must not be used on invoices, packaging or timber products directly, as this would imply the ETTF due diligence system is NOT a product certification scheme.

1.4 Breaches of the protocol

Alleged breaches of the Protocol will be referred to the ETTF who will make recommendations on required corrective actions.

Signed by:

CEO, [name and date]
